

## We're looking for:

Position Title	Digital Content Creator
Department	Information Technology
Job Code	HR-28-2021

### Job Description

- This individual should be an experienced eLearning developer who builds online courses and digital learning materials for SUAD courses and programs. Will be responsible for developing digital assets and interactive course content; building, maintaining, and managing online courses and content on Blackboard Learning Management System (LMS) and Portal.
- The focus of this position is the creation of video graphics used in SUAD's online courses. This will include the development of graphic elements and branding materials for courses
- Assist with video editing and filming. In addition, manage the post-production video tasks for the assigned online courses, including creating and maintaining all asset management documents and systems. S/he will coordinate with faculty or the course managers on revisions and approvals and complete all other tasks associated with building and releases of courses

### Key responsibilities:

- Developing eLearning courses assemble course elements.
- Develop and designing media and interactive components for SUAD's content, manuals and systems.
- Provide overall pedagogical instructional strategy for online classes and course delivery. In addition, support the team in defining course delivery, outcomes and evaluation strategies.
- Supervise all hybrid and online initiatives and activates inside and outside classes.
- Support and train faculty with building, deliver online course development, and design technology tools.
- Analyze current processes and business requirements to make recommendations for improvements, as well as new features, integrations, and applications.
- Serve as frontline support for faculty designing and teaching online courses; handle support tickets, and instruct and train faculty and students on course management functions and use of Blackboard (LMS) and learning tools and technologies.
- Supervise the learning management system.

### Profile (Minimum Qualifications, Minimum Experience, Job Specific Skills)

#### Minimum Qualifications:

- A minimum of a Bachelor's degree in instructional design graphic design, , or related field

#### Minimum Experience:

- A minimum of 5 years of experience in graphic design & video production with distinctive storytelling ability, and proven experience working with faculty/instructors/subject matter experts to design, develop and support delivery of digital instruction.

## We're looking for:

### Job-Specific Skills:

- Plan, create, develop, and support learning technology initiatives and provide technical expertise for the programming of online course content.
- Proficiency and strong hands-on experience with Video production, Adobe Creative Suite & 3Ds tools.
- Experience implementing and manage the Blackboard (LMS).
- Experience in authoring tools for digital content creation (e.g., Camtasia, Captivate, and Articulate).
- Mastering instructional design models/frameworks (such as ADDIE) and educational media production cycles.
- Languages: English is mandatory; Arabic is an advantage

### Conditions

NA

### Grade

6

### Package Details

TBC

### How to apply

<http://www.sorbonne.ae/vacancies/>

### Application to be sent by

8<sup>th</sup> August 2021